

LEKALAKALA LERATO

BRIDGET

ADMIN CLERK

0647888949 | leratobridget1998@gmail.com

Gauteng,Tembisa

Objective

Administration professional with 2 years of experience in office support and documents management. I am proficient in Microsoft teams ,word, excel and outlook , using these tools to enhance Communication , scheduling ,and data organization for improvement. I leverages my skills to streamline administrative processes and support organization goals.

Experience

Bokamoso Secondary School

Admin Clerk

2022-2023

- Prepared and printed class lists.
- Answered telephone calls and set appointments.
- Made photocopies of documents.
- Typed question papers, forms, letters, reports ,memorandums ,contracts and requisitions.
- Received, sorted and distributed incoming mail to the appropriate department.
- Managed purchased orders and requisitions for stationery.
- Supervised students in emergency situations and monitored the register for educators and heads of departments.

Department of public works, roads and infrastructure

Admin clerk intern

2024-2025

- Maintained and updated registers , processed payment vouchers and monitored leaves of employees.
- Produced copies, printouts and organized documents, requisition forms and monitored invoices and related documents .
- Manage job cards by opening and closing them, recording entries manually and electronically via the proman system .
- Update database records using words processing, spreadsheets and other software.
- Set up meetings and managed calendar to save time and avoid schedules clashes.
- Handle incoming letters and emails to make sure that communication is fast and people get replies on time.
- Complied reports and prepared presentations that facilitated informed decision making across departments
- Manage office supply inventory, preventing shortages and contributing to uninterrupted activities.

Education

Ekurhuleni east tvet college

2025

National N diploma in Management assistant

- Communication
- Office practice
- Information processing
- Computer practice

Mmantutule secondary school

2017

Grade 12

- English
- Sepedi
- Life orientation
- Business studies
- Economics
- Accounting

License

Code 10 (c1)

Skills & abilities

- Data entry
- Problem solving
- Writing and verbal communication
- Documents filing
- Basic bookkeeping
- Records keeping
- Task prioritization
- Office equipment operation
- Customers interaction

References

Maleka Mpho

Supervisor

0723856992

Mokhanda Itumeleng

Supervisor

0724516576